



**THE BROADWAY MARKET
A BUFFALO HOLIDAY TRADITION SINCE 1888**

**TEMPORARY VENDOR OPTIONS 2013-2014
Rates Quoted are for 10 x 10 space**

Dear Prospective Vendor:

You are asked to carefully read the application and rules as they may have changed from your past market rental. We hope that this experience will be as satisfying as in the past – as we move through the season we will work hard to make it a positive one.

The allocation of space is being handled in the following priority order:

Permanent Full Time and Part Time Tenants, New Permanent Full Time and Part Time Tenants, Seasonal Tenants and then Temporary Tenants.

Additionally, all requests for space will be made to maximize rental income – therefore, requests for space for Option One will receive a higher priority than a request for space for another option.

All vendors are responsible for obtaining and **must supply copies** of Proof of Liability Insurance listing the City of Buffalo, 920 City Hall, Buffalo, New York as additionally insured; Vendor Permits (if required by City, County or State); Sales Tax Certification. Tenants must occupy the space for the days and times the market is open.

OPTION 1- (51 Days) \$1,000 payable in five monthly payments, the first \$200 due at application.

Oktoberfest – Saturday, October 19

Halloween Saturday, October 26

November Saturdays 11/2 & 11/9

Wine Festival - November 15 & 16

Pre-Thanksgiving Shopping – November 23

Kriskindlemart – Friday, November 29, Saturday, November 30, December 7, December 14, December 16 – December 24. (Including Sunday December 22)

December Saturday 12/28

January Saturdays – 1/4, 1/11, 1/18 (**Polka Day**), 1/25

February Saturdays - 2/1, 2/8 (**Valentine's Day**), 2/15, 2/22

March Saturdays 3/1, 3/8, 3/15 (**St. Patrick's Day**), 3/22, 3/29

Easter Festival – Friday, April 4, 2014 – Saturday, April 19, 2014 (including Sunday April 6 and Sunday April 13).

Dyngus Day – April 21, 2014 12:00 noon – 5:00 pm

This option requires a one month advance payment due with application. If you select this option, you will be able to be open any other day during that period, if you desire at no extra charge. Each vendor is **allowed two absences**, if more are needed please see the office.

OPTION 2 – (20 Days) Oktoberfest/Wine Festival/ Thanksgiving/Christmas **\$450.00
payable upon registration**

Oktoberfest Saturday October 19,

Wine Festival November 15 & 16,

Pre-Thanksgiving Shopping November 23,

Kriskindlemart Friday November 29, Saturday November 30, December 7, December 14, December 16-24 (including Sunday December 22)

You will be in the same location for the entire period* and you will be able to leave goods at your location.

Option 3 – (17 Days) Easter plus Dyngus Day **\$900.00 payable upon registration**

April 4, 2014 – April 21, 2014 including Sunday, April 6 and Sunday, April 13, 2014 and Monday, April 21, 2014 (closed Easter Sunday)

You will be in the same location for the entire period* and you will be able to leave goods at your location.

Option 4 - (2 Days) Wine Festival **\$100.00 payable upon registration**

Friday, November 15 and Saturday, November 16, 2012

- **Your location may change if a new or existing permanent vendor requires the space.**

*If you **were not** a vendor during the most recent Easter Season, you **must** provide pictures of your products, a picture of your display or call the office to arrange for a review of your proposed products.*

**ALL PAYMENTS ARE TO BE MADE BY CHECK OR MONEY ORDER
PAYABLE TO “CITY OF BUFFALO”**

The Broadway Market will send ALL VENDOR CORRESPONDENCE VIA EMAIL WHEN POSSIBLE- please insure you have spelled your email address correctly.

If you would like to use the US Post Office please include two self-addressed and stamped business size envelopes (#10 4x9)

SPACE ASSIGNMENTS

We cannot assure that your space assignment will be the same as in past years. Certainly, we will make every attempt to place you at or near your former spot (if you let us know) but many of the floor spaces, dimensions and locations have changed. Broadway Market management reserves the right to assign space that best serves the needs of the entire market and the market customers. All decisions are final.

IMPORTANT INFORMATION

1. All tenants' stands must be open and staffed at all times that the market is open (there is no opening late or closing early). All employees of Temporary Vendors and any temporary employees of permanent vendors **MUST** wear a Broadway Market identification badge at all times. (Up to three badges will be supplied with your application fee – additional badges are available from the Security Office for a minimal fee.
2. Rental Option One includes three Sundays – December 16, 2012, March 17, 2013, March 24, 2013.
3. Tenants should keep all aisles free during business hours and maintain their space in an orderly fashion within the assigned boundaries.
4. Display requirements to enhance the customer experience:
 - a. Unless a variation is approved in advance, all tables & displays must use either a white, black, green or red table cloth/skirting.
 - b. All vendors should plan to bring their own tables, chairs and any other equipment. You must advise us of your needs with your application.
 - c. Tenting, Tarps, Awnings, ARE NOT allowed.
 - d. Nothing may be hung, displayed or positioned that will block customer views. A clear field of vision must be maintained from the 5' to 8' height.
5. All signage must be professional in look and appearance. Handwritten signs must be reviewed and approved prior to use.
6. Your space cannot be sublet.
7. You cannot bring materials or products that were not included (and approved) on your application. There will be daily checks of your application and goods for sale and you must have sufficient product available throughout your stay. Violations could result in your removal from the market. **Certain products offered for**

sale by year-round vendors may be protected and not allowed for sale by temporary vendors. See Pg. 3

- 8. Radios, TV's, electronic speakers, megaphones or horns are not permitted.
- 9. All persons under 18 years of age must be supervised by an adult at all times.
- 10. The Broadway Market and its management are not responsible for the loss of product or injuries.

Vendors are responsible for their own security within their stands.

- 11. Loading docks are extremely busy – please use them and promptly move your vehicle. Vendor space is available throughout the garage.
- 12. NOTHING can be hung or affixed to Market walls without permission.
- 13. No solicitations or raffles without advance approval.
- 14. A \$200 fine will be imposed for any violation of Market's rules

**PROHIBITED PRODUCTS TO PROTECT PERMANENT
TENANTS**

CHRUSCIKI	BUTTER LAMBS	
HORSERADISH	HORSERADISH MUSTARD	COCKTAIL SAUCE
CHARLIE CHAPLIN	CHOCOLATE DIPPED STRAWBERRIES	CANNOLIS
OLD FASHIONED CUPCAKES		

PERMANENT VENDORS MUST OBTAIN APPROVAL TO SELL BEYOND THEIR NORMAL DAY-DAY PRODUCTS



TEMPORARY VENDOR 2013/14 - APPLICATION FOR VENDOR SPACE

MAILING ADDRESS: 999 BROADWAY, BUFFALO, NY 14212
 EMAIL: BUFFALOBROADWAYMARKET@GMAIL.COM
 PHONE: 716-893-0705 FAX: 716-854-0172

BUSINESS NAME			
VENDOR NAME(S)			
STREET ADDRESS			
CITY, STATE ZIPCODE			
BUSINESS PHONE		CELL PHONE	
FAX NUMBER			
EMAIL1		EMAIL 2	

VENDOR INFORMATION: CHRISTMAS 2012 (yes) (no) EASTER 2013 (yes) (no) How Many Years Here _____

ALL PAYMENTS ARE NON-REFUNDABLE

DEPOSIT: \$50 : _____
 Check # _____

DO YOU NEED ELECTRICITY
(additional charge): YES () NO ()

Payments: _____

DO YOU HAVE ANY OTHER
 NEEDS: (Please specify)

RETURN THIS PAGE VIA E-MAIL
or US POST OFFICE TO THE
MARKET OFFICE

BUSINESS NAME: _____

PLEASE RETURN THE ATTACHED CHECKLIST – CHECK YES/NO

YES	NO		OFFICE USE
		Completed application	
		Fees & deposits included	
		List of products being sold	
		Pictures of products and display (if required)	
		Current general liability insurance certificate ADDITIONAL INSURED MUST READ: City of Buffalo, 920 City Hall, Buffalo, New York 14202	
		Copy - Health Inspection Certificate – if you are in the food business	
		Copy – Sales Tax Id Certificate	
		Copy – Business Certificate (filed with County or State)	
		Electricity – Normal	
		Electricity – Cooking, refrigeration (May require additional charge)	
		I will require _____ additional vendor badges (\$2.00 each)	
		I request space # _____	
INITIAL BESIDES EACH ITEM and SIGN BELOW			
		1. I and all of my employees will wear vendor badges when in the market	
		2. I have read the application & rules and agree to abide by all management decisions.	
		3. I understand and agree that I have sole responsibility for storage, loss, theft and damage to my stand and its contents.	
		4. I understand that the location of the stand is solely at the discretion of management and may be moved. I understand my tenancy can be canceled for violation of any rules or management request.	
		5. I understand that Market management reserves the right during the entire tenancy to inspect products and to compel their removal for any reason.	
		6. I understand that failure to follow the rules could result in substantial fines, payable before removing product from the Market.	

Vendor Signature: _____ **Date:** _____

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